

Attachment 2

Wage Rate Determination

DTFAEN-12-R-00048

**Janitorial services for the San Juan CERAP Facility,
Carolina, Puerto Rico**

WD 05-2461 (Rev.-13) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
by direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Diane C. Koplewski	Division of	Wage Determination No.: 2005-2461
Director	Wage Determinations	Revision No.: 13
		Date Of Revision: 06/13/2011

State: Puerto Rico
Area: Puerto Rico Statewide

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		9.72
01012 - Accounting Clerk II		11.73
01013 - Accounting Clerk III		14.27
01020 - Administrative Assistant		13.07
01040 - Court Reporter		13.69
01051 - Data Entry Operator I		8.71
01052 - Data Entry Operator II		9.96
01060 - Dispatcher, Motor Vehicle		10.80
01070 - Document Preparation Clerk		10.32
01090 - Duplicating Machine Operator		10.32
01111 - General Clerk I		8.99
01112 - General Clerk II		9.81
01113 - General Clerk III		11.29
01120 - Housing Referral Assistant		13.48
01141 - Messenger Courier		8.26
01191 - Order Clerk I		9.94
01192 - Order Clerk II		10.85
01261 - Personnel Assistant (Employment) I		10.82
01262 - Personnel Assistant (Employment) II		12.10
01263 - Personnel Assistant (Employment) III		13.50
01270 - Production Control Clerk		14.78
01280 - Receptionist		7.99
01290 - Rental Clerk		8.04
01300 - Scheduler, Maintenance		9.05
01311 - Secretary I		9.05
01312 - Secretary II		10.34
01313 - Secretary III		13.48
01320 - Service Order Dispatcher		10.23
01410 - Supply Technician		13.32
01420 - Survey Worker		9.33
01531 - Travel Clerk I		11.37
01532 - Travel Clerk II		12.51
01533 - Travel Clerk III		13.79
01611 - Word Processor I		9.84
01612 - Word Processor II		11.05
01613 - Word Processor III		12.36
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		13.01
05010 - Automotive Electrician		12.45
05040 - Automotive Glass Installer		11.87
05070 - Automotive Worker		11.87

05110 - Mobile Equipment Servicer	10.74
05130 - Motor Equipment Metal Mechanic	13.01
05160 - Motor Equipment Metal Worker	11.87
05190 - Motor Vehicle Mechanic	13.01
05220 - Motor Vehicle Mechanic Helper	10.14
05250 - Motor Vehicle Upholstery Worker	11.63
05280 - Motor Vehicle Wrecker	11.87
05310 - Painter, Automotive	13.70
05340 - Radiator Repair Specialist	11.87
05370 - Tire Repairer	9.43
05400 - Transmission Repair Specialist	13.01
7000 - Food Preparation And Service Occupations	
07010 - Baker	8.02
07041 - Cook I	7.31
07042 - Cook II	8.02
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.58
07210 - Meat Cutter	8.20
07260 - Waiter/Waitress	7.25
9000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	12.45
09040 - Furniture Handler	8.60
09080 - Furniture Refinisher	12.45
09090 - Furniture Refinisher Helper	10.14
09110 - Furniture Repairer, Minor	11.67
09130 - Upholsterer	12.45
1000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.98
11060 - Elevator Operator	7.79
11090 - Gardener	7.79
11122 - Housekeeping Aide	7.79
11150 - Janitor	7.79
11210 - Laborer, Grounds Maintenance	7.67
11240 - Maid or Houseman	7.25
11260 - Pruner	9.75
11270 - Tractor Operator	9.15
11330 - Trail Maintenance Worker	7.67
11360 - Window Cleaner	8.30
2000 - Health Occupations	
12010 - Ambulance Driver	10.93
12011 - Breath Alcohol Technician	10.07
12012 - Certified Occupational Therapist Assistant	12.56
12015 - Certified Physical Therapist Assistant	9.05
12020 - Dental Assistant	10.93
12025 - Dental Hygienist	16.11
12030 - EKG Technician	11.22
12035 - Electroneurodiagnostic Technologist	11.22
12040 - Emergency Medical Technician	10.93
12071 - Licensed Practical Nurse I	9.07
12072 - Licensed Practical Nurse II	10.14
12073 - Licensed Practical Nurse III	11.93
12100 - Medical Assistant	11.83
12130 - Medical Laboratory Technician	10.75
12160 - Medical Record Clerk	10.61
12190 - Medical Record Technician	14.10
12195 - Medical Transcriptionist	10.82
12210 - Nuclear Medicine Technologist	16.93
12221 - Nursing Assistant I	7.86
12222 - Nursing Assistant II	8.84
12223 - Nursing Assistant III	9.64

12224 - Nursing Assistant IV	10.82
12235 - Optical Dispenser	10.16
12236 - Optical Technician	10.16
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	10.82
12305 - Radiologic Technologist	11.81
12311 - Registered Nurse I	13.59
12312 - Registered Nurse II	16.62
12313 - Registered Nurse II, Specialist	16.62
12314 - Registered Nurse III	20.11
12315 - Registered Nurse III, Anesthetist	20.11
12316 - Registered Nurse IV	24.10
12317 - Scheduler (Drug and Alcohol Testing)	12.57
3000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	12.32
13012 - Exhibits Specialist II	14.97
13013 - Exhibits Specialist III	18.31
13041 - Illustrator I	13.55
13042 - Illustrator II	15.85
13043 - Illustrator III	19.07
13047 - Librarian	16.59
13050 - Library Aide/Clerk	9.78
13054 - Library Information Technology Systems Administrator	13.61
13058 - Library Technician	10.27
13061 - Media Specialist I	10.97
13062 - Media Specialist II	12.28
13063 - Media Specialist III	13.69
13071 - Photographer I	13.83
13072 - Photographer II	15.67
13073 - Photographer III	17.78
13074 - Photographer IV	23.75
13075 - Photographer V	27.73
13110 - Video Teleconference Technician	11.25
4000 - Information Technology Occupations	
14041 - Computer Operator I	10.09
14042 - Computer Operator II	11.29
14043 - Computer Operator III	13.95
14044 - Computer Operator IV	18.82
14045 - Computer Operator V	20.84
14071 - Computer Programmer I	16.35
14072 - Computer Programmer II	20.85
14073 - Computer Programmer III	24.85
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	23.61
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	10.09
14160 - Personal Computer Support Technician	19.66
5000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.61
15020 - Aircrew Training Devices Instructor (Rated)	28.56
15030 - Air Crew Training Devices Instructor (Pilot)	34.23
15050 - Computer Based Training Specialist / Instructor	24.52
15060 - Educational Technologist	22.64
15070 - Flight Instructor (Pilot)	34.23
15080 - Graphic Artist	16.96
15090 - Technical Instructor	14.07
15095 - Technical Instructor/Course Developer	19.06
15110 - Test Proctor	11.36

15120 - Tutor	11.36
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.81
16030 - Counter Attendant	8.81
16040 - Dry Cleaner	9.70
16070 - Finisher, Flatwork, Machine	8.81
16090 - Presser, Hand	8.81
16110 - Presser, Machine, Drycleaning	8.81
16130 - Presser, Machine, Shirts	8.81
16160 - Presser, Machine, Wearing Apparel, Laundry	8.81
16190 - Sewing Machine Operator	10.01
16220 - Tailor	10.29
16250 - Washer, Machine	9.11
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	11.73
19040 - Tool And Die Maker	13.49
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	9.66
21030 - Material Coordinator	14.78
21040 - Material Expediter	14.78
21050 - Material Handling Laborer	8.81
21071 - Order Filler	8.26
21080 - Production Line Worker (Food Processing)	9.66
21110 - Shipping Packer	10.31
21130 - Shipping/Receiving Clerk	10.31
21140 - Store Worker I	8.05
21150 - Stock Clerk	10.92
21210 - Tools And Parts Attendant	9.66
21410 - Warehouse Specialist	9.66
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.62
23021 - Aircraft Mechanic I	25.33
23022 - Aircraft Mechanic II	26.62
23023 - Aircraft Mechanic III	27.73
23040 - Aircraft Mechanic Helper	19.67
23050 - Aircraft, Painter	19.10
23060 - Aircraft Servicer	22.57
23080 - Aircraft Worker	23.04
23110 - Appliance Mechanic	14.17
23120 - Bicycle Repairer	9.43
23125 - Cable Splicer	16.87
23130 - Carpenter, Maintenance	12.45
23140 - Carpet Layer	12.30
23160 - Electrician, Maintenance	11.94
23181 - Electronics Technician Maintenance I	13.28
23182 - Electronics Technician Maintenance II	14.32
23183 - Electronics Technician Maintenance III	15.03
23260 - Fabric Worker	12.56
23290 - Fire Alarm System Mechanic	13.66
23310 - Fire Extinguisher Repairer	12.03
23311 - Fuel Distribution System Mechanic	14.78
23312 - Fuel Distribution System Operator	12.12
23370 - General Maintenance Worker	11.88
23380 - Ground Support Equipment Mechanic	25.33
23381 - Ground Support Equipment Servicer	22.57
23382 - Ground Support Equipment Worker	23.04
23391 - Gunsmith I	11.08
23392 - Gunsmith II	12.30
23393 - Gunsmith III	13.66
23410 - Heating, Ventilation And Air-Conditioning	13.01

Mechanic	
23411 - Heating, Ventilation And Air Contditioning	13.66
Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	13.01
23440 - Heavy Equipment Operator	13.01
23460 - Instrument Mechanic	16.42
23465 - Laboratory/Shelter Mechanic	13.00
23470 - Laborer	8.81
23510 - Locksmith	11.48
23530 - Machinery Maintenance Mechanic	14.62
23550 - Machinist, Maintenance	12.56
23580 - Maintenance Trades Helper	9.63
23591 - Metrology Technician I	16.42
23592 - Metrology Technician II	17.26
23593 - Metrology Technician III	17.98
23640 - Millwright	18.02
23710 - Office Appliance Repairer	12.34
23760 - Painter, Maintenance	12.45
23790 - Pipefitter, Maintenance	13.01
23810 - Plumber, Maintenance	12.45
23820 - Pneudraulic Systems Mechanic	13.66
23850 - Rigger	14.18
23870 - Scale Mechanic	13.35
23890 - Sheet-Metal Worker, Maintenance	13.01
23910 - Small Engine Mechanic	12.58
23931 - Telecommunications Mechanic I	16.40
23932 - Telecommunications Mechanic II	17.14
23950 - Telephone Lineman	16.14
23960 - Welder, Combination, Maintenance	13.01
23965 - Well Driller	13.07
23970 - Woodcraft Worker	13.66
23980 - Woodworker	10.74
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.86
24580 - Child Care Center Clerk	10.61
24610 - Chore Aide	7.25
24620 - Family Readiness And Support Services	10.24
Coordinator	
24630 - Homemaker	11.83
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	17.26
25040 - Sewage Plant Operator	13.50
25070 - Stationary Engineer	17.26
25190 - Ventilation Equipment Tender	10.95
25210 - Water Treatment Plant Operator	12.56
27000 - Protective Service Occupations	
27004 - Alarm Monitor	8.47
27007 - Baggage Inspector	7.62
27008 - Corrections Officer	11.65
27010 - Court Security Officer	11.89
27030 - Detection Dog Handler	8.52
27040 - Detention Officer	11.65
27070 - Firefighter	11.12
27101 - Guard I	7.62
27102 - Guard II	8.52
27131 - Police Officer I	12.95
27132 - Police Officer II	14.38
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	8.15
28042 - Carnival Equipment Repairer	8.57

28043 - Carnival Equipment Worker	7.63
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	10.54
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	8.86
28515 - Recreation Specialist	13.00
28630 - Sports Official	11.10
28690 - Swimming Pool Operator	12.07
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	13.18
29020 - Hatch Tender	13.18
29030 - Line Handler	13.18
29041 - Stevedore I	11.23
29042 - Stevedore II	13.36
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	12.51
30022 - Archeological Technician II	12.83
30023 - Archeological Technician III	17.33
30030 - Cartographic Technician	17.33
30040 - Civil Engineering Technician	14.98
30061 - Drafter/CAD Operator I	12.51
30062 - Drafter/CAD Operator II	14.09
30063 - Drafter/CAD Operator III	15.60
30064 - Drafter/CAD Operator IV	19.20
30081 - Engineering Technician I	13.01
30082 - Engineering Technician II	14.62
30083 - Engineering Technician III	16.34
30084 - Engineering Technician IV	20.24
30085 - Engineering Technician V	24.76
30086 - Engineering Technician VI	30.37
30090 - Environmental Technician	14.81
30210 - Laboratory Technician	15.91
30240 - Mathematical Technician	17.33
30361 - Paralegal/Legal Assistant I	13.40
30362 - Paralegal/Legal Assistant II	16.60
30363 - Paralegal/Legal Assistant III	20.31
30364 - Paralegal/Legal Assistant IV	24.57
30390 - Photo-Optics Technician	18.24
30461 - Technical Writer I	17.95
30462 - Technical Writer II	21.69
30463 - Technical Writer III	25.29
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	15.60
Surface Programs	
30621 - Weather Observer, Senior (see 2)	17.33
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	7.72
31030 - Bus Driver	10.47
31043 - Driver Courier	7.44
31260 - Parking and Lot Attendant	7.25
31290 - Shuttle Bus Driver	8.04
31310 - Taxi Driver	9.08
31361 - Truckdriver, Light	8.04

31362 - Truckdriver, Medium	9.96
31363 - Truckdriver, Heavy	10.57
31364 - Truckdriver, Tractor-Trailer	10.57
99000 - Miscellaneous Occupations	
99030 - Cashier	7.25
99050 - Desk Clerk	7.68
99095 - Embalmer	21.06
99251 - Laboratory Animal Caretaker I	8.45
99252 - Laboratory Animal Caretaker II	8.37
99310 - Mortician	21.06
99410 - Pest Controller	10.20
99510 - Photofinishing Worker	10.85
99710 - Recycling Laborer	8.72
99711 - Recycling Specialist	10.40
99730 - Refuse Collector	7.88
99810 - Sales Clerk	8.09
99820 - School Crossing Guard	13.81
99830 - Survey Party Chief	11.06
99831 - Surveying Aide	9.24
99832 - Surveying Technician	10.06
99840 - Vending Machine Attendant	9.21
99841 - Vending Machine Repairer	10.22
99842 - Vending Machine Repairer Helper	10.04

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 3 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

.) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.100) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1.) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2.) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3.) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4.) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5.) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6.) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.